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ABSTRACT

The Library of Michigan administers the Public Library Personnel Certification Program for Michigan. This handbook clarifies the certification guidelines and terminology used by the Library of Michigan staff and explains the procedures to be used by public libraries. Information on the following is provided: the certification program; certification levels; obtaining and renewing certification; foreign transcript process; appeals process; state aid requirements; library requirements to meet state aid guidelines; and continuing library education. Also included are a glossary of terms and an Application for Public Librarian Certificate. Names and titles of Library of Michigan Board members, Board of Trustees members, legislative council, and alternate members are provided. (AEF)

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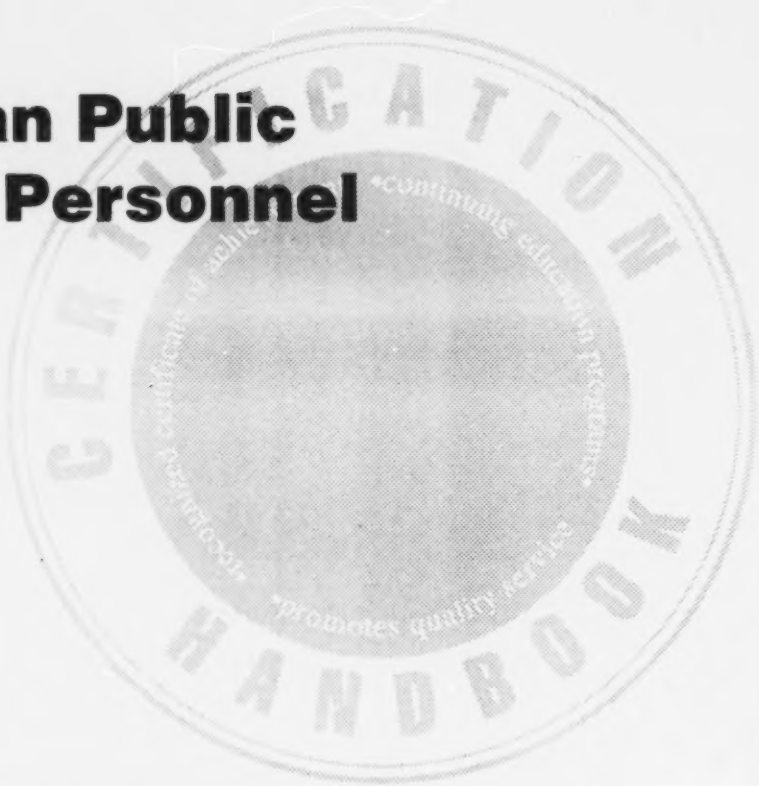
Library of Michigan

## Michigan Public Library Personnel




# Certification Handbook

## 1998 Edition

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# *Michigan Public Library Personnel Certification Handbook*

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1998 Edition



Jeffrey P. Johnson
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# THE CERTIFICATION PROGRAM

The Library of Michigan administers the Public Library Personnel Certification Program for Michigan. This certification program offers a recognized certificate of achievement based on education and experience, and it supports the statutory requirements for public libraries to qualify for State Aid grant funds.

Certification requirements are generally intended to assure that practitioners meet minimum levels of professional education. These requirements help insure that public libraries in Michigan are administered and staffed by trained personnel. Quality of library service is dependent on the quality of library leadership, library administration and library staff.

Many state libraries and library associations have used this staff certification program as a model for their own programs. In Michigan, the certification program for public library personnel is an integral part of the administration of state aid to public libraries. To be eligible for state funding, a public library must meet mandated requirements, including minimum staffing standards. The population served by the library determines the number and educational level of certified staff that must be employed.

Michigan public libraries should encourage all of their eligible personnel to apply for certification and to become involved in continuing education programs. The Library of Michigan believes that librarians must enhance their skills and knowledge through continuing education in order to keep abreast of developments in the library field. This upgrades the library profession, enriches the individual librarian and promotes quality library service in the community.

The Library of Michigan plays a dual role in assuring quality library services. As a CEU provider, the state library agency offers several workshops each year for public librarians and trustees. Also, through statistical analysis of certification records, the Library of Michigan can track hiring trends in the state and ascertain areas of need to be addressed.

This handbook clarifies the certification guidelines and terminology used by the Library of Michigan staff and explains the procedures to be used by public libraries. If you have any questions on the certification program, please call or write:

**Certification Office**
**Library of Michigan**
**P.O. Box 30007**
**717 W. Allegan**
**Lansing, MI 48909**
**517-373-1580**

# *CERTIFICATION LEVELS*

Public Act 89, 1977, the law providing state aid funding to public libraries and library cooperatives, requires the Library of Michigan to certify public library personnel certification records. Certification records provide the documentation of staff training needed to determine state aid eligibility of public libraries. Certificates are issued at the following seven levels:

## LEVEL I LIBRARIAN'S PERMANENT PROFESSIONAL CERTIFICATE

- a bachelor degree from a college or university accredited by a regional accrediting body
- a master degree or its equivalent from a library school accredited by the American Library Association
- four years of satisfactory professional experience in a library or libraries *after completion* of the educational requirements stated above and approved by the Library of Michigan

## LEVEL II LIBRARIAN'S PROFESSIONAL CERTIFICATE

- a bachelor degree from a college or university accredited by a regional accrediting body
- a master degree or its equivalent from a library school accredited by the American Library Association

## LEVEL III SPECIAL PROFESSIONAL CERTIFICATE

- a master degree in a subject field other than library science ***or***
- a master degree in library science from a curriculum in a school not accredited by the American Library Association

## LEVEL IV LIMITED PROFESSIONAL CERTIFICATE: CLASS A

- a bachelor degree with a major (24 semester hours or its equivalent) in library science ***or***
- enrollment in a graduate library school program accredited by the American Library Association

## LEVEL V LIMITED PROFESSIONAL CERTIFICATE: CLASS B

- a bachelor degree with a major (24 semester hours or its equivalent) in a subject field other than library science

## LEVEL VI LIBRARY TECHNICIAN'S CERTIFICATE

- an associate degree in a two-year library technician curriculum approved by the Library of Michigan

## LEVEL VII CERTIFICATE OF LIBRARY EXPERIENCE

Initial Certificate (valid for three years):

- graduation from high school or equivalent ***and***
- completion of a Beginning Workshop within two years of the employee's appointment (see definition of Beginning Workshop in Glossary)

Certificate Renewal (every three years):

- 32 contact hours of training (approved in advance) ***or***
- 3.2 Continuing Education Units (CEUs) ***or***
- 3 college credits (approved in advance) ***or***
- 32-hour internship (approved in advance) ***or***
- Combinations of the above equaling 32 or more instructional hours

CEUs, contact hours and college credits must be earned during the three years following the issue date of the initial Certificate of Library Experience or the most recent renewal. Prior to certificate expiration the individual should attend workshops and seminars relating to librarianship, or complete approved college course work or internships. A certificate may be renewed at any time prior to its expiration date by forwarding continuing education documentation to the Library of Michigan Certification Office and requesting renewal. Credits or CEUs over and above the 3.2 CEU requirement may not be forwarded to the next renewal period.

# *OBTAINING AND RENEWING CERTIFICATION*

Application forms are available from the Library of Michigan Certification Office. There is no fee for applying for, renewing or upgrading a certificate. An individual need not be employed at the time that certification is requested. The Certification Office records applications upon receipt and issues certificates when all documentation is complete. Applications with complete documentation are reviewed and processed promptly. Certificates and award letters are mailed to the applicants.

### FOR LEVEL I THROUGH LEVEL VI CERTIFICATION:

1. Complete the application form (see sample on pages 15-16) and mail to:

**Certification Office**
**Library of Michigan**
**717 West Allegan Street**
**P.O. Box 30007**
**Lansing, Michigan 48909**

2. Have the college or university registrar send an **official transcript** directly to the Library of Michigan Certification Office. The transcript should indicate the highest degree completed and the date it was awarded. State auditors do not recognize student transcripts, photocopies or transcripts issued to the student. Transcripts received from third parties are also not acceptable under state auditing standards.

## Initial Application for Level VII Certificate of Library Experience

Mail the following documents to:

**Certification Office**
**Library of Michigan**
**717 West Allegan Street**
**P.O. Box 30007**
**Lansing, Michigan 48909**

1. Completed *Application for Public Librarian Certificate* form
2. High school diploma or G.E.D. certificate (photocopy)
3. Beginning Workshop certificate of attendance (photocopy)

Note: These application documents may be submitted at the Beginning Workshop sponsored by the Library of Michigan.

This certificate expires *three years from the date of issue.*

## To Renew a Level VII Certificate:

1. Prior to the date of expiration of the Level VII certificate, a letter should be sent requesting renewal to the Certification Office, Library of Michigan. Do not fill out a new application form.
2. Attach copies of proof of attendance in continuing library education activities to equal 3.2 CEUs, 32 contact hours or 3 credit hours of **preapproved** college course work, or any combinations of these that total 32 instructional hours.

Note: It is the **individual's responsibility** *to retain all confirmations of attendance. Such a confirmation may be in the form of a certificate, letter, diploma or other paper document. This confirmation should have the name of the class, the number of contact hours spent in actual training, the sponsor and the date. (For workshops that received CEU credits from the Library of Michigan, the Michigan Library Association or the Michigan Cooperative Directors Association, the individuals will automatically receive a certificate of completion from the workshop sponsor.) Photocopies of these documents should be included when requesting renewal of a Certificate of Library Experience. Renewal documents are retained by the Library of Michigan and cannot be returned to the individual.*

## To Upgrade a Certification Level:

All certification levels, except the Level VII Certificate of Library Experience, may be held indefinitely and remain valid. A person's certification level may be upgraded if the individual completes a higher degree from a

college or university or if the holder of a Level II Librarian's Professional Certificate completes four years of satisfactory professional experience. To request a change in certification level:

1. Contact the Library of Michigan Certification Office to describe the basis for the change in certification level and to verify the name on the existing record.
2. Request an official transcript indicating the newly completed degree. The college registrar must mail the transcript directly to the Library of Michigan Certification Office. Photocopies, telefaxed documents and transcripts issued to the student or an employer are not accepted.
3. Professional experience for Level I certification must be documented by letters from current and/or previous employers. Each letter should state the applicant's inclusive employment dates and should verify the job title(s) or responsibilities assigned to the individual following receipt of the Master of Library Science degree. Each verification letter should be mailed to the Certification Office by the employer.

### To Report Changes in Name, Position or Location:

Name changes should be reported to the Certification Office by phone or by mail. It is also advisable to report a change in employment location or a major change in position, such as an individual becoming a library's new director.

## *Foreign Transcript Process*

Transcripts from foreign institutions must be reviewed for their comparability to degrees awarded by accredited colleges or universities in the United States. If the reviewer's written evaluation indicates that the transcript is comparable to a bachelor or master degree awarded by a North American institution (USA or Canada), public library personnel certification will be awarded accordingly. Applicants with foreign degrees should contact the Certification Office for further details on this process.

## *Appeals Process*

On rare occasions, an applicant's request for certification or renewal may be denied. Denial may occur because the individual submitted invalid or inadequate academic credentials, or inappropriate or insufficient information on contact hours of continuing education. In this event the Certification Office will inform the applicant in writing.

An applicant who disagrees with a certification decision may file an appeal. The applicant should forward a letter outlining the basis for disagreement to the Deputy State Librarian. When an appeal letter is received, the Certification Review Committee convenes to review the applicant's file and write a recommendation. The State Librarian then reviews the Committee recommendation and notifies the applicant of the final decision.

# *State Aid Requirements*

Michigan Legislative Council Guidelines for administering the distribution of state aid to public libraries became effective on October 1, 1984. The guidelines identify six classes of public libraries, based on the library service population, and specify minimum requirements for certified staff.

*For a complete list of the certification requirements for state aid, please see page 10.*

## Responsibilities of the Library Board of Trustees

It is the responsibility of the board of trustees for each public library to know the state aid requirements for their library and to insure that the certification guidelines for library staff are met. Public library boards of trustees are responsible for employing library directors and staff who are either appropriately certified or are eligible for certification.

Vacancy announcements for the positions that require certified staff should specify that applicants be **eligible** for Michigan public library personnel certification, but need not require it before the date of hire. Additional local requirements are at the discretion of the board.

If a **vacancy** should occur in a position that requires certification of the incumbent for state aid purposes, the vacancy should be filled within a reasonable period of time. If such a key position is vacant at the time of state aid processing, the Library of Michigan may request written documentation from the library board to insure that local efforts to fill the position are being made.

The library board may enter into a new library service agreement with an adjacent unit of local government that changes the legal service population for the public library. The library board should be aware that an **increased service population** may change the library's state aid requirements for certification. If higher staff levels are required, the Library of Michigan will notify the library in writing. As much as a one-year waiver of certification requirements may be granted. It then becomes the responsibility of the board to replace, augment or educate staff as necessary to meet the state aid requirement within the designated time period.

## Certification of Staff for Required Positions

Personnel hired for director or support positions that are requisite to meet state aid guidelines for staffing must be certified by the Library of Michigan. If a new employee is not already certified, the date of hire and certification level determine how quickly the certification process must be completed.

Uncertified personnel hired for positions requiring **Level I through VI** certification must be **eligible** for certification at the time they are hired. These individuals should apply for certification from the Library of Michigan immediately following their employment.

Uncertified personnel hired for positions requiring **Level VII** certification have two years from the date of employment to complete the certificate requirements. This time period allows the individual the opportunity to attend a Beginning Workshop.

An individual with an **expired Certificate of Library Experience** who is newly hired or reassigned into a position requiring Level VII certification has two years from the date of employment to acquire a valid certificate. This time period allows the individual to complete the necessary continuing education requirements for certificate renewal.

An employee **continuing** in a position requiring the Level VII certificate must maintain valid certification in order to keep the library eligible for State Aid. If there is difficulty identifying or scheduling appropriate continuing education activities for renewal, the individual should contact the Continuing Education Office at the Library of Michigan or the public library cooperative director for assistance before the current certificate expires.

## Scheduling of Certified Staff in the Library

Public library staff members certified at the required levels should be available for assistance to the public for at least the minimum hours open required under the state aid guidelines. Combinations of part-time employees may be scheduled to meet this standard. If the library is open more than the required minimum number of hours per week, the Library of Michigan strongly recommends that certified staff be available during all hours the library is open to the public.

## "Grandfathering"

When the state aid requirements for public library personnel were implemented on October 1, 1984, a number of public libraries employed staff members who did not meet the Certification Guidelines. To avoid penalizing these libraries, the Legislative Council adopted a grandfather clause that allows public libraries that did not satisfy personnel certification requirements as of October 1, 1984 to be eligible for state aid grants as long as the grandfathered individuals remain in the directorship or key support positions **and** their certificates remain valid and do not expire.

The Legislative Council approved a second category under the grandfather clause pertaining to class size adjustments when **decennial census** population changes occur. Public libraries that fail to satisfy the personnel certification requirements due to a change in the class level resulting from increased population reported in the decennial census will be granted a waiver and will continue to be eligible for state aid grants. This waiver is valid as long as the director and staff employed prior to the official notice of population census change remain in their positions. When they leave, the library board must replace the grandfathered personnel with persons meeting current certification requirements.

Note: This grandfather clause does **not** apply to individuals employed at a library when the library board chooses to increase its service population through contractual agreements. If the library board signs an agreement that increases the library's population class level, it should be prepared to take appropriate actions to meet the higher minimum standards for certified staff. (see Responsibilities of the Library Board of Trustees).

# *Library Requirements to Meet State Aid Guidelines*

The table below provides **minimum** personnel certification and hours open requirements to meet state aid guidelines. Any person holding a certificate higher than the level stipulated here meets the certification standards set by Public Act 89 of 1977. The disbursement of state aid to public libraries in Michigan is based on several factors. For a complete listing of the legislative guidelines for P.A. 89, see the Library of Michigan **State Aid Guidelines** brochure.

| LIBRARY CLASS | POPULATION SERVED | MINIMUM HOURS REQUIREMENT | HEAD LIBRARIAN CERTIFICATION REQUIREMENT | SUPPORT PERSONNEL CERTIFICATION REQUIREMENT |
|---|---|---|---|---|
| I | 0-3,999 | 15 | Certificate of Library Experience (Level VII) | None |
| II | 4,000-6,999 | 20 | Certificate of Library Experience (Level VII) | None |
| III | 7,000-11,999 | 30 | Limited Professional Certificate: Class B (Level V) | One person with a Library Technician's Certificate (Level VI) or Certificate of Library Experience (Level VII). |
| IV | 12,000-25,999 | 40 | Librarian's Professional Certificate (Level II) | One person with a Librarian's Professional Certificate (Level II) or Special Professional Certificate (Level III) or Limited Professional Certificate: Class A or B (Level IV or V). |
| V | 26,000-49,999 | 50 | Librarian's Permanent Professional Certificate (Level I) | One person with Librarian's Professional Certificate (Level II) or Special Professional Certificate (Level III) for every 20,000 population (this includes the head librarian). |
| VI | 50,000 & Over | 55 | Librarian's Permanent Professional Certificate (Level I) | One person with Librarian's Professional Certificate (Level II), or Special Professional Certificate (Level III) for every 20,000 population (this includes the head librarian). |

*Some employing libraries may have additional requirements for applicants or may have entry requirements that exceed these minimum standards.*

# *Continuing Library Education*

Continuing education goes beyond the academic programs offered by educational institutions. It includes any instruction designed to keep library personnel abreast of knowledge and developments within the field, to enhance job competence, or to lead to specialization in new areas of librarianship. Public library personnel who wish to be certified have a number of educational options open to them. In each case the level of certification is dependent on the formal academic degree held by the applicant.

Continuing education opportunities may include both formal and informal learning situations. It is not limited to traditional library science topics or to the offerings of library education programs, but **should be related to the field of librarianship.** Formal learning is defined as coursework offered for academic credit by recognized institutions of higher education. Informal learning takes place in activities such as workshops or seminars.

Examples of appropriate library continuing education include courses in: library or information science, management, business administration, computer systems, media technology or public service agency management. In general, courses considered inappropriate for completing certification requirements are self-improvement classes, general adult education or recreational classes that do not have a direct bearing on the present job description of the employee.

A professional librarian's continuing education may involve additional coursework toward a second master or doctorate degree; membership and participation in state, regional and national professional organizations; teaching; publishing in the field; and attendance at workshops, seminars and conferences.

The Library of Michigan and the public library cooperatives work together to provide the best possible training for library personnel. Specific staff needs for continuing education will vary from library to library. These needs may be based on the clientele served, the mission statement of that particular library, the skills and abilities of other personnel on the staff, and the current responsibilities or future development needs of each staff member.

Individual staff members should work closely with their library director and when appropriate, the public library cooperative director, in planning for their own professional development. Because librarianship is a rapidly changing field, it is important to plan to attend workshops on a broad range of topics. Repeated attendance at workshops on the same topic cannot always be credited for renewal of a personnel certificate.

Continuing education providers may include:

The Library of Michigan
Michigan Library Consortium
Colleges and universities
Michigan Association for Media in Education
Michigan Library Association
Special Library Association
Michigan Library Cooperative Directors Association
National associations, such as the American Library Association
Individual libraries that have staff development programs
Public library cooperatives or regions of cooperation
Independent consulting or business firms
Individual learning consultants or trainers

# GLOSSARY

**Accredited college or university**–one that qualifies for membership in a regional association that accredits colleges and secondary schools.

**Accredited library school**–one that meets requirements set by the American Library Association for graduate library education programs. A list of accredited library schools is published each year by the American Library Association and can be viewed at "www.ala.org/alaorg/oa/lisdir.html".

**Administrative Experience**–under state aid guidelines public library cooperative directors and directors of county libraries receiving state reimbursable salary grants must document four years of administrative experience prior to employment in the current position. Administrative experience includes library directorship, departmental directorship and other positions involving planning, fiscal management, supervision and program responsibility.

**Approval in Advance**–because of the broad range of continuing education offerings available, holders of a Certificate of Library Experience are required to have college credits, internship programs or non CEU workshops approved in advance. This must be done **before** beginning the training. It may be initiated by sending a description of the activity to the Continuing Education Office at the Library of Michigan. The Continuing Education Office will notify the individual of the number of hours approved. Written documentation of the completed training should accompany the request for certification renewal at the proper time.

**Beginning Workshop**–a training program designed to introduce library personnel to library administration, materials selection and organization, programs and services. The workshops are sponsored by a public library cooperative, the Library of Michigan, or another agency approved by the Library of Michigan.

Applicants who apply for a Certificate of Library Experience (Level VII) must attend a Beginning Workshop. The workshop need only be taken once during a person's career. The Library of Michigan strongly recommends that any public library personnel unacquainted with public library work take such a workshop soon after employment begins regardless of the level of certification for which they are applying. The responsibility for attending and completing a Beginning Workshop belongs to the individual.

The Library of Michigan has approved an outline of required training that must be included in a Beginning Workshop. This training includes at least 32 instructional contact hours (3.2 CEUs). Beginning Workshops are offered once a year by the Library of Michigan. Registration forms are sent to all public libraries, branches, and cooperatives. First priority for attendance at Library of Michigan Beginning workshops is given to participants from those libraries who must meet state aid requirements for certified personnel.

Coursework in an accredited program leading to an associate or bachelor degree with a major in library sciences may be substituted for a Beginning Workshop. Completed courses must include:

1) organization of library materials (cataloging),
2) reference,
3) selection of materials, ***and***
4) library operations (circulation, publicity, record keeping, supervision, etc.).

Official transcripts are required to verify completion.

**CEU**–The Continuing Education Unit, or CEU, was developed by a national organization of professional and occupational representatives in 1968 as a uniform measurement of continuing education. The National Task

Force on the CEU defines the continuing education unit as the equivalent of ten contact hours of participation in an organized continuing education activity under responsible sponsorship, capable direction, and qualified instruction. Fractional CEUs are awarded if shorter programs meet these criteria. A contact hour is defined as a typical classroom instructional session or its equivalent. CEUs or contact hours, by national definition, may not be awarded for college credits or for programs that lead to high-school equivalency.

In Michigan, some library employees are required by their board to accumulate a certain number of CEUs within a specified length of time. Other librarians, particularly personnel of public libraries who hold a Level VII Certificate of Library Experience, must accumulate 3.2 CEUs within a three-year time span in order to meet public library personnel requirements for state aid.

**CEU Providers**–The Library of Michigan may grant CEUs for workshops that it sponsors. Other CEU providers are colleges, universities, Michigan Library Association, Michigan Library Consortium, Michigan Association for Media in Education, and Michigan Cooperative Directors Association. The Library of Michigan recognizes for certification only those CEUs approved by the Library of Michigan, Michigan Library Association, the Michigan Cooperative Directors Association and accredited institutions of higher education. The Library of Michigan does not grant CEUs to workshops of another sponsoring agency. Each CEU provider is responsible for providing transcripts upon request of the individual.

It is not possible for the Library of Michigan or any other CEU provider to award CEUs or contact hours to a participant for an activity that was not approved in advance of the date on which the activity was offered.

CLE–Certificate of Library Experience (Level VII).

**College credits**–A minimum of three college credits (semester hours) may meet the requirement for renewal of a Level VII certificate. This college coursework must be approved in advance if the course is to be used for renewal of a personnel certificate. Course content must be relevant to the individual's library employment.

**Contact hours**–The Library of Michigan may grant contact hours to personnel involved in continuing education activities that do not receive CEUs, such as internships or half-day workshops. A contact hour measures the actual time a participant spends in educational training. This excludes business meetings, annual or semiannual conventions, cultural or recreational performances, registration periods, tours, exhibits, or time spent in transportation, meals or rest breaks. One contact hour equals one-tenth of a CEU; 32 contact hours equals 3.2 CEUs.

**Internship**–an individualized training program that combines learning library skills with the practice of those skills. This takes place outside the classroom in a planned schedule of activity. An intern and an advisor work together to plan the internship. The Library of Michigan awards contact hours for approved internships to individuals who wish to renew a Certificate of Library Experience. Detailed information about internships and application forms are available from the Continuing Education Office at the Library of Michigan. Library cooperatives and larger public libraries may provide group internship opportunities.

**Library technician**–A library technician holds an associate degree in a library technical assistant program or its equivalent from a college approved by the Library of Michigan. This two-year degree consists of 62 hours or more of library science and general coursework. Contact the Library of Michigan Continuing Education Office for a current list of Michigan colleges offering library technician degree programs.

**Michigan Library Cooperative Directors Association**–In February 1992 the Library of Michigan began accepting CEUs for certification from workshops approved by the Michigan Library Cooperative Directors Association. Transcripts for all workshops taken before July 31, 1997, are available from the White Pine Library Cooperative, 1840 N. Michigan Ave., Suite 14, Saginaw, MI 48602, 517-754-9787. For workshops taken after

August 1, 1997, transcripts are available from the Mid-Michigan Library League, 411 S. Lake St., P.O. Box 700, Cadillac, MI 49601, 616-775-6541.

**Official Transcripts**–Beginning in 1988 the Library of Michigan adopted a policy to accept only **official** transcripts as proof of academic achievement. That is, only those transcripts issued by the college or university registrar's office and mailed directly to the Certification Office will be accepted as verification of a degree. Photocopies of transcripts, transcripts issued to the student and transcripts from a third party are not acceptable.

**Professional position**–one in which a person devotes more than one-half (20 or more hours per week) of his or her time to library work that calls for knowledge of books and other library materials and processes. It may require the ability to deal with people in an administrative or supervisory capacity, as distinguished from clerical work. A professional librarian also holds an accredited master degree in library or information science and is eligible for a Level II Librarian's Professional Certificate.

**Proof of Attendance**–for **any** continuing education activity taken, regardless of the level of certification held by the participant, that person should be certain to receive written confirmation of successful completion of the program. This may be in the form of a certificate, letter, grade report, diploma or other paper document. The document should contain the name and date of the continuing education activity, the name of the sponsoring agency of instruction and the number of credits earned, instructional hours spent or CEUs awarded.

**Satisfactory professional experience**–administrative, technical, or other experience in librarianship in a public, school, college, or special library **after** the master of library science degree is conferred. Four years of this level of experience are required to obtain a Level I Certificate. This does not include periods of absence such as parental leave, irregular substituting, extended sick leave, or part-time employment under 20 hours per week.

**School Media Center Personnel Certification**–administered by the Teacher Certification Office at the Michigan Department of Education (John Hannah Building South, 2nd Floor, Lansing, MI 48909, 517-373-3310). Only school/public library personnel are required to apply for both teacher certification and public library personnel certification.

Library of Michigan

# Application for Public Librarian Certificate

## GENERAL INFORMATION:

| | | | |
|---|---|---|---|
| NAME: | (Last) | (First) | (Middle) |
| HOME ADDRESS: | (Street) | (City and State) | (ZIP Code) |
| HOME PHONE#: ( ) - | | LIBRARY PHONE#: ( ) - | |
| MICHIGAN DRIVER'S LICENSE or ID#: | | LAST 4 DIGITS OF SOC. SECURITY#: | |
| MAIDEN/FORMER NAMES: | | | |

## EDUCATION:

| | | |
|---|---|---|
| HIGH SCHOOL: | City and State | Year of Graduation |
| Enclose a photocopy of your high school diploma or transcript showing your graduation date (High school documentation is *not* required if you are a college graduate). | | |

| | | | |
|---|---|---|---|
| COLLEGE/UNIVERSITY NAME: | City and State | Degree | Year Granted |
| | | | |
| | | | |
| LIBRARY SCHOOL: | | | |

Notify the registrar's office of your college or university to send an **official** transcript of your highest academic degree *directly* to the Certification Office, Library of Michigan. If you have a master's degree in library science, please have evidence of that degree sent.

## EMPLOYMENT EXPERIENCE: (Limit to Most Recent Ten Years)

| Current Library Employer | Address | Employment Dates (Beginning–Ending) |
|---|---|---|
| | | |
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Applicants eligible for permanent professional certification must also document four years of professional experience following receipt of their MLS degrees. Please have current or previous employers verify by letter your dates of employment, job title and professional responsibilities.

Do not use this form to request a change in your certification status or to renew a Level VII Certificate.

Mail completed application form to: CERTIFICATION OFFICE, LIBRARY OF MICHIGAN, P.O. BOX 30007, 717 W. ALLEGAN, ST., LANSING, MI 48909. Direct questions regarding this form to the Certification Office, (517) 373-1296.

*This page for Library of Michigan Certification Office Use Only:*

| CERTIFICATE GRANTED | | DATE GRANTED |
|---|---|---|
| LEVEL I, PERMANENT PROFESSIONAL | I | |
| LEVEL II, PROFESSIONAL | II | |
| LEVEL III, SPECIAL PROFESSIONAL | III | |
| LEVEL IV, LIMITED PROFESSIONAL: Class A | IV | |
| LEVEL V, LIMITED PROFESSIONAL: Class B | V | |
| LEVEL VI, LIBRARY TECHNICIAN'S | VI | |
| LEVEL VII, CERTIFICATE OF LIBRARY EXPERIENCE | VII | |

| CERTIFICATE OF LIBRARY EXPERIENCE VALID UNTIL | QUALIFYING EXPERIENCE |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |



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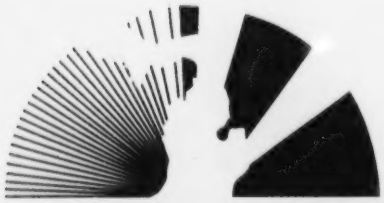

**Library of Michigan**

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**717 West Allegan Street**
**Lansing, MI 48909-7507**
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